

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

October 8, 1987



ALL-COUNTY LETTER NO. 87-138

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the October - December 1987 quarter. Included are instructions related to the Food Stamp Employment and Training Program and the Food Stamp Quality Control Reviews.

EMPLOYMENT SERVICES TIME STUDY (DFA 52)

Food Stamp Employment and Training (FSE&T) Program

The FSE&T Program was implemented in thirty-four counties effective October 1, 1987. Claiming and time study instructions will be issued to the implementing counties in a separate letter. The DFA 52 has been revised this quarter to reflect the addition of this program.

ELIGIBILITY AND NONSERVICE TIME STUDY (DFA 43)

FSE&T Program

With the implementation of the FSE&T Program, there have been several questions from counties on whether certain activities are considered to be part of the Eligibility and Nonservice function or the Employment Services function. The following activities are included within the eligibility function:

- o work registration;
- o providing an explanation of participant rights and responsibilities;
- o determining exemptions from work registration; and
- o applying the sanctions.

The DFA 43 instructions have been expanded to include these activities.

Food Stamp Quality Control (QC) Reviews

This Department notified affected counties in a June 21, 1987 letter that counties which are currently doing Aid to Families with Dependent Children (AFDC) QC reviews will also be required to perform Food Stamp QC reviews effective with the October - December 1987 quarter. The DFA 43 has been revised this quarter to include the addition of the QC component of the Food Stamp Program:

Line B3 - Quality Control - Record all time spent on QC activities for Nonassistance Food Stamp cases. Also include time spent on Food Stamp QC activities for AFDC/Food Stamp cases where only the Food Stamp portion of the case is subject to review.

Time should continue to be recorded to Line A3 - Quality Control (DFA 43) for QC activities for AFDC cases. Include on Line A3 the time identified for QC activities for AFDC/Food Stamp cases where both the AFDC and the Food Stamp portions of the case are subject to review.

There are no changes to the Social Services Time Study (DFA 46) or the Welfare Fraud Investigators Time Study (DFA 856) this quarter.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 495-7046.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA